Adding & Removing Registry Users

This is an informational document for Registry Principal Users to use when they wish to grant access for a new user to enter data into a registry or removing an existing user from having access to entering data.

Adding a New Registry User

**Step 1**

The first step of granting a new user access to entering data is to log in to [www.aacvpr.org](http://www.aacvpr.org)

*If you don’t know your login information please email aacvpr@aacvpr.org or call (312)321-5146*

**Step 2**

Click on **My Programs** as illustrated in the below screenshot:
Step 3

You will be directed to a page where you can manage the data for your facilities and associated programs. Click on the "Edit Your Program Data" link.

*NOTE—if you don’t see the Your Facilities section, please try using a different web browser (Mozilla Firefox and Google Chrome work best)
Step 4
You will then be taken to the page below:

Welcome to American Association of Cardiovascular and Pulmonary Rehabilitation

To update the contacts for this specific profile, click on the “Manage Organization Contacts” link

To navigate between your programs and personal profile, use these links

Step 5
UPDATING OR SUBMITTING YOUR PROGRAM ROSTER – To update or submit your program roster, please click on the “Manage Organization Contacts” link on the program data page (shown above). The page will look like this:

To edit, change or delete current contacts, use these links.

To add a new user or relationship, click on the “Add a Contact” link here.
Please note: the system defaults to only showing 5 individuals on the first page of the current contact list. To increase the number of records shown on the page or to navigate to other pages, please use the controls at the bottom of the list.

Removing a Registry User

Step 1
Repeat steps 1-5 that are listed above this text. Then when you get to staff roster, click on the "delete" link to the right of the individual's name to remove them from your roster.

NOTE: If there is an individual who no longer works at your facility that you wish to completely remove their access to entering data to the registry, please email registry@aacvpr.org with the name of the individual and the program name you would like them removed from.